



**Approval Procedure
for Access to the
Three Water Networks
for Investigations**

Contents

1	PURPOSE	3
2	ACCESSING THE THREE WATER NETWORKS	3
2.1	Authorisation requirements	3
2.2	Procedure to access a manhole	4
3	REVIEW	5
3.1	The Business Process	5
3.2	The QLDC Business Process Owner	5
	APPENDICES	6
1.	ACCESS REQUEST - WATER, WASTEWATER AND STORMWATER NETWORKS	6
2.	NZQA REGISTERED UNIT STANDARDS	9
3.	HYGIENE AND COMMUNICABLE WATER BORNE DISEASES	10

Status – Approved						
Rev	Author	Description	Reviewer	Approved for Issue		
				Name	Signature	Date
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1 Purpose

This document sets out the procedure for the approval of the person(s) who require access to the Queenstown Lakes District Council's (QLDC's) water, wastewater, and stormwater (three water) networks for investigations.

The purpose of this Procedure is to ensure that access to the three water networks is:

- undertaken in accordance with QLDC's procedures, standards, and Codes of Practice to
 - protect the public health of users of the three water networks and
 - mitigate adverse environmental conditions, and
- that access is carried out in a safe manner.

This Procedure will ensure only competent and qualified persons access the three water networks to undertake the investigations.

For the benefit of doubt, this procedure does not apply to the approval of:

- contractors for the provision of new physical connections to Council's three water networks; in this instance refer to the *QLDC Procedure for Approved Contractors to commission Physical Connections to the Three Waters Networks*, or
- access to the water network for the taking of water, or
- access to the networks for any operations or maintenance purposes.

2 Accessing the three water networks

Any person accessing the QLDC water, wastewater, or stormwater networks for investigations for any reason, such as:

- lowering a camera into a pipe
- checking the depth of a manhole
- raising or lowering a manhole
- making CCTV footage, or
- accessing a hydrant for pressure and flow assessments,

will need to gain approval from the Council before doing so.

Access to the networks is defined as either "non-entry" access or "entry" access. "Entry" access includes confined space entry.

People who meet the requirements and need for non-entry access to three water assets on a regular basis, will be able to apply for an annual approval. Persons with a non-entry access annual approval will only be required to comply with the reporting requirement set out at s2.2(5).

Note that all other necessary approvals, permits and notifications such as the approval of traffic management plans by the New Zealand Transport Agency and/or Council must be obtained before work begins.

2.1 Authorisation requirements

Authorisation will be required from Council prior to gaining entry to the QLDC three water networks for any purpose. Council will only authorise people who:

- have completed the online QLDC Access Request and complied with the mandatory requirements (including being trained and competent in the use of a gas detector, and confined space procedures when applicable to manhole entry), and
- have been tested and inoculated and have the required immunisations (refer Appendix 3).

This authorisation is required from Council:

- to protect the health and safety of the persons accessing the Council networks
- so that Council's network maintenance contractors are aware of anyone who has entered the network when they are working on the network, and

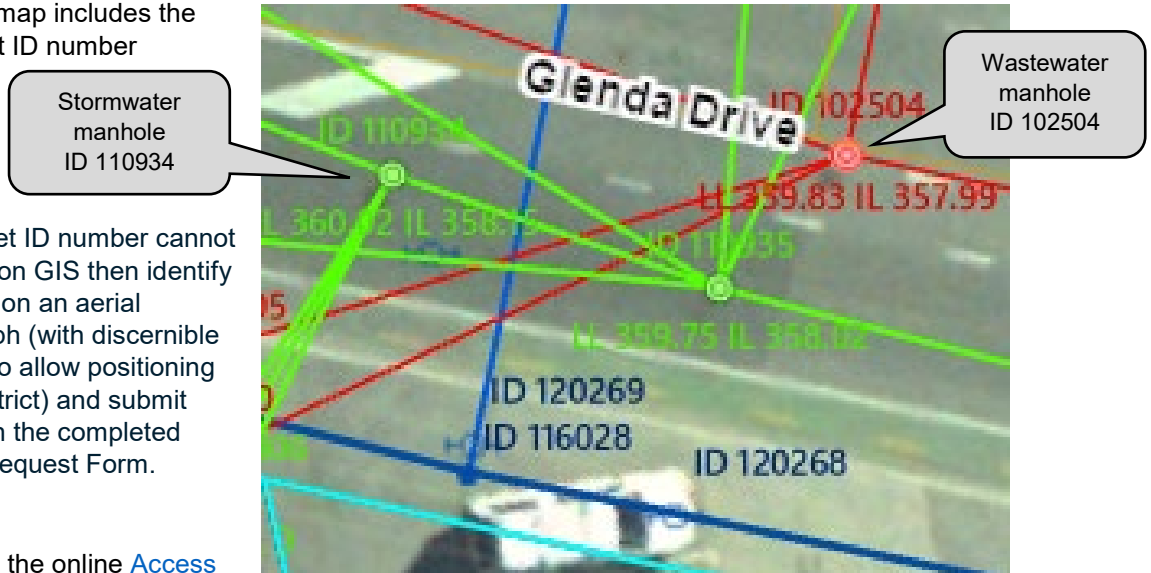
- so that Council has assurance that people accessing the public networks are competent and have the proper training and qualifications.

2.2 Procedure to access a three waters asset

The procedure when accessing a three waters asset is as follows:

(1) Find the asset ID number:

- Go to the [QLDC GIS map](#)
- Enter the site address
- Locate the asset to access.
The wastewater pipes are red lines and the manholes are two concentric red circles. The stormwater pipes are green lines and the manholes are two concentric green circles. Water mains are blue.
- The map includes the asset ID number



(2) If the asset ID number cannot be found on GIS then identify the asset on an aerial photograph (with discernible features to allow positioning in the District) and submit along with the completed Access Request Form.

(3) Complete the online [Access Request Form](#) (refer Appendix 1), send the form and supporting documents to networkauthorisation@qldc.govt.nz and await Council approval.

Note: only persons with a confined space entry permitting system may enter a manhole. The person entering the manhole must complete their own Job Safety Analysis.

(4) Council will assess the application within five (5) working days and notify the applicant by email. Council will liaise with the network contractor(s) prior to notifying the applicant.

(5) The applicant carries out the work:

- When the work is done, email networkauthorisation@qldc.govt.nz
- Enter the asset ID number in the subject line
- Attach a photo of the asset after completion of the investigations eg closed manhole lid, and
- Confirm the time and date that the work was completed, and the site departed.

3 Non-compliance

Should an approved company or person fail to comply with this Procedure then any or all of the following actions may be taken by Council:

- QLDC reserves the right to take “Approved” status from the company or person at Council’s sole discretion and to prohibit them from accessing the District’s three waters network assets until re-training is satisfactorily completed and competency re-assessed.

The redress and actions to be taken by the company or person and verification by Council to satisfy Council that the subject could regain “Approved” status will be determined at Council’s sole discretion.

- QLDC require the company or person to make good any damages or recompense Council for the costs to make good the works and any consequential damage to the Three Waters networks resulting from the poor, unsafe, improper or incompetent access that did not comply with Council’s requirements.

Should non-approved persons or a company be found to have accessed any of the QLDC three water networks then the making good, infringement, and prosecution provisions within Council’s Bylaws, the Health Act 1956, the Local Government Act 2002, the Health and Safety at Work Act 2015, and any other relevant legislation, and any subsequent revisions to those Bylaws, Acts and Regulations, will be required and rigorously enforced by Council.

4 Review

The information and outcomes from the procedure will be analysed annually to identify any patterns and repeat issues with persons or organisations. Actions will then be determined such as meeting and discussing the issues with them including suggestions for improvement.

4.1 The Business Process

The Business Process will be reviewed after six months, after a further twelve months and biennially thereafter. This process will be led by the Business Process Owner.

4.2 The QLDC Business Process Owner

The Business Process Owner is the QLDC Three Waters Contract Manager.

Appendices

1. Access Request - water, wastewater, and stormwater networks



WATER, WASTEWATER AND STORMWATER NETWORK ACCESS REQUEST



TO BE COMPLETED BY THE DIRECTOR OF THE COMPANY THAT WILL BE ACCESSING THE WATER, WASTEWATER AND/OR STORMWATER NETWORK, OR ANOTHER PERSON AUTHORISED BY THE COMPANY.

Please complete and return this form to: networkauthorisation@qldc.govt.nz
 Phone: (03) 441 0499
 Website: www.qldc.govt.nz

👤

1. YOUR DETAILS

First name:		Last name:	
Company:			
Business address			
Street number:		Street address:	
Suburb:		Postcode:	
Work phone:		Mobile:	
Email:			

Are you requesting annual access? *This is permitted for non-entry access only.* Yes No
 If you have answered yes, proceed to **3. Declaration** below and complete and sign.

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2. SITE AND JOB DETAILS

If there are multiple locations please attach a separate list.

Site address:	
Please describe the job and include the asset ID. This can be found from the QLDC GIS map .	
Proposed access date:	

AUTHORISATION

I declare that I am authorised to sign on behalf of the company.

Name:		Signature:	
Job title:		Date:	

 **3. DECLARATION**

These are mandatory requirements. If the work does not require entry into a manhole, please tick the boxes on the left. If the job involves confined space entry, please tick the boxes on the right to confirm each statement.

Non-entry	Entry	
<input type="checkbox"/>	<input type="checkbox"/>	I have read, understand and will comply with the terms and conditions (see below)
<input type="checkbox"/>	<input type="checkbox"/>	The company follows health and safety procedures that comply with the requirements of the Health and Safety at Work Act 2015
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have the required safety training, equipment and can assess hazards and implement controls
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 25510 and 3058 in gas detection by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 17599 and 19207 in confined space entry by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standard 18426 in demonstrating knowledge of hazards associated with confined spaces by an organisation accredited by NZQA*
<input type="checkbox"/>	<input type="checkbox"/>	All staff undertaking the work have obtained unit standards 6401 and 6402 in first aid by an organisation accredited by NZQA such as St John First Aid Level 1 (required to be refreshed every two years)
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the specific Job Safety Analysis with the appropriate controls to manage hazards on site
<input type="checkbox"/>	<input type="checkbox"/>	I have attached evidence of the confined space permitting system for all staff entering the manhole
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the methodology for managing wastewater flows (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	I have attached the methodology for the specific works

Name:		Signature:	
Job title:		Date:	

Company director or authorised person

* it is industry good practice for these unit standards to be refreshed every two years

 **4. FOR OFFICE USE ONLY**

APPROVED BY

Name:		Signature:	
Job title:		Date:	
Network authorisation number:		Proposed access date:	
Comments / additional requirements			



5. TERMS AND CONDITIONS

- The work must be carried out in accordance with QLDC Codes of Practice and Standard Operating Procedures, without damage to the water, wastewater, or stormwater networks
- The person carrying out the work must complete a Job Safety Analysis with appropriate controls to manage **traffic, pedestrians, biological substances, gases** (such as methane and hydrogen sulphide), **animals, illegal substances and any other hazards relevant to the work**. The work must be carried out in accordance with the controls in the Job Safety Analysis
- All other necessary approvals, permits and notifications, for example approvals from the electricity network services providers, WorkSafe, or traffic management approval from the New Zealand Transport Agency and/or Council, must be obtained before work begins
- If any QLDC assets are damaged in carrying out the work, those on site must notify QLDC immediately on Queenstown 03 441 0499 or Wanaka 03 443 0024. All costs associated with the repair will be recovered by QLDC
- If asset faults such as a blocked public pipe or a cracked manhole lid are discovered, QLDC must be notified immediately
- A copy of this approval must be kept on site at all times
- All staff must carry photo identification
- All staff have undertaken the required testing, inoculations, and immunisations (Appendix 3)
- Nothing in this approval, including the conditions of approval, limits QLDC's rights and powers under the QLDC Water Supply Bylaw 2015 or any Act (in particular the Local Government Act 2002) and/or under the general law in relation to the protection of its networks, and/or liability by the company or any other person for damage, misuse or interference to its networks
- QLDC's approval is limited to authorising investigations in its wastewater, stormwater, and/or water networks, as specified in this application. QLDC has no liability to the company accessing the network, or any other person in relation to the works carried out or any consequences of those works.

2. NZQA registered Unit Standards

<i>NZQA registered unit standard</i>	<i>Title</i>	<i>Level</i>	<i>Purpose</i>
3058	Perform gas tests for an energy and chemical plant	4	This unit standard is for people working as boiler operators and energy and chemical process operators in an energy or chemical plant. People credited with this unit standard are able to: demonstrate knowledge of gas testing and related hazards in the energy and chemical industry; perform gas tests, and interpret and respond to gas test results, in an energy and chemical plant.
17599	Plan a confined space entry	4	This unit standard is for experienced people who are required to work safely in confined spaces. People credited with this unit standard are able to: identify hazards and controls within confined spaces; develop an emergency procedure plan for a confined space; and complete documentation required for confined space entry.
18426	Demonstrate knowledge of hazards associated with confined spaces	3	This unit standard is for people working in confined spaces. People credited with this unit standard are able to: demonstrate knowledge of confined spaces, and their permit notification and implementation requirements; identify control measures to eliminate, isolate, and minimise the risk of hazards in confined spaces; demonstrate knowledge of monitoring and confined space testing requirements; and describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces.
19207	Work in a confined space in the infrastructure industry	3	People credited with this unit standard are able to, in the infrastructure industry: identify the location, and work procedure to be carried out; examine an entry plan for completeness, and enter, complete work, withdraw from a confined space; and conduct a non-entry confined space rescue.
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	3	People credited with this unit standard are able to: demonstrate knowledge of atmospheric testing in potentially hazardous environments; conduct atmospheric tests; and interpret and respond to atmospheric testing results.
6401	Provide first aid for life threatening conditions	2	People credited with this unit standard are able to recognise and provide first aid for: bleeding and shock, burns, poisoning, heart attacks and chest pain, strokes, seizures, fractures and dislocations, soft tissues injuries, allergic reactions (anaphylaxis), asthma, diabetes
6402	Demonstrate knowledge of common first aid conditions and how to respond to them	1	People credited with this unit standard are able to recognise and provide basic life support including: scene and hazard management, patient positioning and assessment, CPR, defibrillator (AED) use, choking, general care

